

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Database Administrator****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, coordinates and manages installation and migration of SQL Server, DB2 databases and database server software. Provides database system analysis, design, development, maintenance, and tuning to improve database application efficiency. Administers comprehensive database resources. Provides for common data structures, maximum availability of data to authorized users, data performance, data security and integrity.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs database administrator duties by establishing and monitoring database backup and maintenance tasks, establishing, maintaining and monitoring database performance and tuning, establishing, maintaining and documenting DBA activities and standard operating procedures, installing database software.
2	S	Plans, coordinates and performs the installation, migration, and testing of databases by researching and coordinating the installation and testing of activities to different servers and software releases, preparing, maintaining and managing the test planning and implementation of modifications, managing the test database servers and software.
3	S	Provides database level analysis, design, development and maintenance by analyzing and implementing database object improvements such as tables, views, triggers, stored procedures, aiding the users in implementing application level improvements, analyzing all database applications for use of new enhancements in database interface.
4	S	Performs other duties by providing administrative support for SQL server and DB2 databases, monitoring the server, systems and applications, and attending training and reviewing and researching new technology.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent in database and information systems.
Experience	Seven years in information technology and three years in relational database technology.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read technical documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and algebra.
Writing	Work requires the ability to write system documentation, and instructions.
Managerial	Managerial responsibilities include planning and implementing modifications to computer systems.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes training, instructing, scheduling work, and providing technical support and consultation.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, database administration support or monitoring, training
Sitting	C	Computer, desk work, answering telephone, meetings, training, classes
Walking	O	To/from server or database site, inter-office
Lifting	R	Office supplies, files, folders, computer equipment
Carrying	R	Office supplies, files, folders, computer equipment
Pushing/Pulling	N	
Reaching	N	
Handling	R	Office supplies, files, folders, computer equipment
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	N	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, filing, database administration support and monitoring, training
Hearing	C	Telephone, co-workers, staff, customers, meetings, training
Talking	F	Telephone, co-workers, staff, customers
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, servers, desktop pc, network, Standard Microsoft Windows and Office software, database client software, Internet/Intranet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)